

Minutes of the Personnel Committee

Tuesday, January 18, 2005

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisor Duane Paulson (Chair), Bonnie Morris, Tom Bullermann, Bob Thelen, Jeff Morris, and Genia Bruce. Jim Jeskewitz arrived at 1:50 p.m.

Also Present: Legislative Policy Advisor Dave Krahn, Employee Benefits Administrator Pete Hans, Parks & Land Use Director Dale Shaver, Environmental Health Manager George Morris, Labor Relations Manager Jim Richter, and Principal Human Resources Analyst Terri Sgarlata.

Approve Minutes of 12-7-04

MOTION: B. Morris moved, second by J. Morris to approve the minutes of December 7.

Motion carried 7-0.

Schedule Next Meeting Dates

February 1 and 15.

Chair's Executive Committee Reports of 1-10 & 1-17-05

Paulson advised of the following items discussed at the last two Executive Committee meetings.

- Ordinance 159-O-107 entitled "Create New Capital Project 200509, North Prairie Groundwater Remediation" was tabled because some felt it should be a new capital project for next year.
- Approved Resolution 159-R-014 entitled "Support the Inclusion of Two Advisory Referenda Questions on the April 2005 Spring Ballot."
- Tabled at a previous meeting, Ordinance 159-O-083 entitled "Authorize Member Services Agreement with the Wisconsin Local Government Telecommunications Coalition" was approved with some changes.
- Ordinance 159-O-108 entitled "Amend Capital Project 200108, Justice Facility, to Permit Completion of Program/Training Rooms" was approved although Paulson said he voted against it. A revised fiscal note clarifying the contingency fund balance will be forthcoming.
- A brief discussion ensued about certain committees habitually starting late due to lack of quorums. Paulson noted that he said he was proud of his committee's attendance and that they start on time on a regular basis.

Review Revised Policy on Health Insurance Benefits for Spouses of Deceased County Employees

Hans explained revisions made to Chapter 1 of the Health Insurance section of the Waukesha County Administrative Policy & Procedure Manual as outlined in his handout. Some of the revisions were minor although major updates were needed to reflect recent changes with regards to providing health insurance benefits to spouses of deceased County employees. In addition, a revision was made to bring us into compliance with federal COBRA language that was inadvertently disregarded.

Discuss Environmental Health Division Staff Changes

Shaver and G. Morris were present to discuss this issue. Paulson asked that this item be on the

agenda due to a recent newspaper article which stated the Parks & Land Use Department moved a vacant position in well and septic tank inspections to restaurant inspections. Paulson said he was concerned with the personnel change because a previous internal audit report concluded that the backlog with restaurant inspections was due to a software glitch and that no new staff would be needed.

Shaver disagreed. He said they have explained the workload issue in past budgets. The standards used to determine the number of inspections per inspector are set by the Food & Drug Administration. This ranges between a low of 280 to a high of 320. A 2004 internal audit report of the division identified 419 inspections per inspector – about 100 more than the FDA's recommended high of 320.

Shaver said this report was brought before some of the County Board committees and it noted that the division would need an additional 2.5 inspectors to meet the FDA standard. The department chose not to request any new positions because of taxing concerns. Staff stated to the committees at that time that they would continue to monitor this but at some point they may need to address the issue. The report identified that the department, in an effort to resolve this issue, has worked to automate several processes to gain increased efficiencies. Shaver said this has helped somewhat but it won't solve all the problems.

He noted that the workload in the well and septic area has stabilized over the last several years because of a greater focus on new sewer systems. Shaver said going into 2005 with this staff change, he expects an inspection/inspector ratio of 356 per staff which is better but still somewhat above the FDA's recommended level. G. Morris explained that the number of restaurant inspections needed each year are continuing to increase.

Closed Session

MOTION: B. Morris moved, second by Bruce to go into closed session at 1:49 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues, and to approve the closed session minutes of previous meeting(s). Motion carried 6-0.

Jeskewitz arrived at 1:50 p.m.

MOTION: Jeskewitz moved, second by Bruce to return to open session at 2:28 p.m. Motion carried 7-0.

MOTION: Thelen moved, second by B. Morris to adjourn at 2:28 p.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Assistant.

Respectfully submitted,

Bonnie J. Morris
Secretary